



Special Event & Use of City Property Application - 2016

Applicant and Sponsoring Organization Information

Sponsoring Organization: _____

☐ Commercial (for profit)

☐ Noncommercial (nonprofit)

Chief Officer/President of Organization: Name: _____

Email: _____ Phone: _____

Address: _____

Street/PO Box

City

State

Zip Code

Applicant Contact & Information: Name: _____

Email: _____ Phone: _____

Address: _____

Street/PO Box

City

State

Zip Code

Please list any professional event organizer or event service provider hired by you that is authorized to work on your behalf to produce this event.

Name: _____

Email: _____ Phone: _____

Address: _____

Street/PO Box

City

State

Zip Code

Contact Person "on site" day of event: _____ Phone: _____

Alternate Contact & number: _____

(*This person(s) must be in attendance for the event and available to City Officials.)

[illegible]

Additional Information Required for Facility Use

Location of event:

- | | | |
|--------------------|---------------------------|-----------------------|
| ◇ Armory | ◇ Barry Stadium | ◇ City Park |
| ◇ Community Center | ◇ Plaza (H-D Rally Point) | ◇ Hills & Plains Park |
| ◇ Lion's Club Park | ◇ Sturgis Fairgrounds | ◇ Woodland Park |
| ◇ Other _____ | | |

Please indicate if you request use of the following:

Sturgis Fairgrounds - \$100.00/day for use of facility

☐ Arena (large, small, both) _____

☐ Track

☐ Grandstand

☐ Additional Bleachers

 ◇ Small Bleachers (hold 50) qty _____

 ◇ Large Bleacher (holds 150) only 1 available

☐ Kitchen

☐ Building Restrooms

☐ Arena Lighting (\$100 minimum fee required in addition to facility fee)

Barry Stadium

☐ Arena

☐ Wooden Buildings

☐ Water tank and/or water at arena

City Park, Woodland Park, Lion's Club Park

☐ Park Shelters (if so, please name) _____

☐ Concrete Stage at City Park

☐ Utilities – Electrical, Water, Etc.

Hills & Plains Park

☐ Building Restrooms

☐ Lighting System (\$100 minimum fee required/event)

☐ Utilities – Electrical, Water, Etc.

Other Location (Please list) _____

Please review inventory list on page 4 before requesting Additional Items:

- | | | |
|--|---|-------------------------|
| ◇ Tents | ◇ 10'x10' – qty _____ | ◇ 10'x20' – qty _____ |
| ◇ Garbage Totes | ◇ 90 gal – qty _____ | ◇ 300 gal – qty _____ |
| ◇ Bleachers | ◇ Small – qty _____ (\$100.00 deposit per bleacher) | |
| ◇ Picnic Tables | ◇ Tables – qty _____ | |
| ◇ Banquet Tables | ◇ Round – qty _____ | ◇ Rectangle – qty _____ |
| | ◇ Chairs – qty _____ | |
| ◇ Crowd Control Panels - if so, how many _____ | | |
| ◇ Barricades – if so, how many _____ | | |
| ◇ Ambulance - \$300/day ◇ Requested Date/Time: _____ | | |
| ◇ Other _____ | | |

Inventory List and Notice of Fees.

- ❏ City Tents – Tents may be checked out from the City of Sturgis for your event. Organization will be required to provide labor for setup/teardown without assistance from the City of Sturgis.
 - 10' x 10' popup tent (2 qty. available in inventory)
 - 10' x 20' (3 qty. available in inventory)
 - For additional or larger tents, please contact event rental companies
- ❏ Portable Toilets
 - Please contact sanitation companies to rent portable toilets for your event
 - Organization is responsible for scheduling rental, delivery/pickup and any servicing/pumping of toilets for the event and is responsible for the costs associated with those services.
- ❏ Bleachers (6 qty. available in inventory)
 - \$100.00 cash deposit required per bleacher. Deposit may be returned within 7 days if no damage is found upon inspection
 - Portable Aluminum bleachers can accommodate approximately 50 people
 - Bleachers must be transported by the organization and require ball hitch
- ❏ Picnic Tables (10 qty. available in inventory – 6 regular, 4 ADA accessible)
 - Picnic tables typically accommodate 6-8 people per table
 - tables may be provided by the City but organization will be required to transport tables
- ❏ Banquet Tables
 - 6' Round tables seat 8-10 people
 - 8' Rectangle tables seat 8-10 people
 - Fold up Chairs
- ❏ Crowd Control Panels
 - Galvanized Steel Panels are 4' tall x 6½' wide
 - Panels are available upon request, organization will be required to transport panels
 - Organization will also be responsible for setup/teardown of panels
- ❏ Barricades
 - 10 qty. reflective barricades available
- ❏ Garbage Totes
 - 90 gal totes
 - 300 gal totes
- ❏ Electronic Message Board
 - Electronic Message Boards will be used in place of street banners. Please provide information you would like displayed on the message boards to advertise your event.
- ❏ Ambulance
 - \$300/day fee (rate based on 8 hour day)
 - *Please call 347-5801 for scheduling arrangements and payment

***Inventory items may be checked in/out from the the City of Sturgis. A key for the inventory storage yard may be acquired from the Rally & Events Dept. during normal business hours (8am-4pm • Mon-Fri). Inspection of the inventory will be completed by city staff. However, staff is not required to assist with loading or unloading of the inventory. Please provide your own labor & assistance for loading/unloading of inventory.

Are you are requesting the forfeit of any fees? No___ Yes___

*Please list the amount \$ _____

List the benefits of your event to the community and why you are requesting City Council to waive fees associated with your event: _____

Does this event include the sale of:

◇Non alcoholic beverages

◇Alcoholic beverages

◇Food

◇Retail Items

Please explain: _____

(If Merchandise will be sold, you must comply with state sales tax law. Contact SD Dept. of Revenue Office)

*If alcohol is served on city property or in public right-of-way, please contact City Hall (347-4422) for a Special Events License. Also, please make arrangements with the Sturgis Police Department (347-5070).

Does this event include the use of:

◇Music

◇Fireworks

◇Special Lighting

◇Sound System

Please explain: _____

Have you hired any Professional Security Organization to handle security arrangements for this event? Yes_____ No_____ If yes, please list:

Security Organization: _____

Security Organization Address: _____

Security Director Name: _____ Phone: _____

You are responsible for First Aid Staffing & Equipment. According to City Ordinance, any events held in Sturgis that request emergency services on site are required to use Sturgis Ambulance and Fire Services. Please contact Sturgis Fire/Ambulance at 347-5801.

Please explain arrangements have you made for:

Ambulance Service _____

Fire Service _____

Does this event require street closure(s)?

☐ No

☐ Yes - *Please complete the street closure request attached

Additional Information (Comments, Concerns, Requests, etc.)

Name of Insurance Company: _____

Agent: _____ Business Phone: _____

Address: _____

Street City State Zip Code

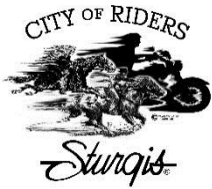
I certify that the information in the foregoing application is true and correct to the best of my knowledge and belief and that I have read, understand and agree to abide by the rules and regulations governing the proposed Special Event. I am authorized to commit my organization to this proposed event and agree that our organization will be financially responsible for any/all costs and fees that may be incurred because of this event. This includes cleanup fees, damage costs, etc.

Applicant: _____ Signature: _____ Date: _____
(print)

Application should be submitted at least 60 days in advance of event to be considered for approval.

*Once application has been completed, please return to:
City of Sturgis - Rally/Events Dept. - 1040 Harley-Davidson Way, Sturgis, SD 57785
Phone: 605-720-0800 ext#217 Fax: 605-720-0801 Email: tanyan@sturgisgov.com

*Upon approval of the application, applicant may be required to complete lease agreement and paperwork at the City Hall Office – 1040 Harley-Davidson Way, Sturgis, SD 57785 (347-4422)



Event Street Closure Request Form

(Please attach a \$50.00 payment for street closure request)

Event Name : _____

Street(s) Closure location(s) requested: _____

(Please submit a map of the requested street closure with your request form.)

Date/Time of Street Closure requested: _____

Date/Time of Street(s) re-opening: _____

Reason for Requested Street(s) Closure: _____

****Written Notification of businesses/residents adjacent or within 200 feet of proposed street closure is required.***

- Have you notified the businesses/residents within the 200' requirement? Yes ____ No ____
- Date of notification: _____
- Please submit a list of names/addresses you have notified
- Please submit a copy of your written letter of notification

Additional Comments: _____

Submitted by: _____ Signature: _____ Date: _____

(Street Closure Request must be submitted at least 60 days in advance of event)